

**Job Title:** Director of Employment Services  
**Status:** Full-time/Exempt  
**Reports to:** COO  
**Department:** Employment Services  
**Annual Salary:** \$60,000 - \$62,000

### General Purpose:

For more than 100 years, Easterseals Colorado, a non-profit organization, has served as an indispensable resource for individuals with disabilities, veterans, seniors, and their families. Easterseals Colorado is currently seeking a full-time Director of Employment Services who will be a highly visible management position that assists the COO with the development and execution of all employment services. This work will be performed within the parameters of Lakewood/Denver at the main office and in Northern Colorado as far as Loveland and as South as Colorado Springs.

### Essential Duties:

- The Director of Employment Services assist in the design, development, and execution of solutions, including workforce design, organizational, and outcome assessment and performance management to help the organization position for maximum performance
- In this role, develops strategies to manage the Employment program, maintain financial viability, and ensure proper interaction and integration with other business lines.
- Is the expert in the preparation and analysis of employment statistics for reports and/or grants, etc.
- Provides organizational and individual-focused strategic solutions including selection, promotion, and classification, workforce planning and restructuring, performance management, and program evaluation services
- Keeps abreast of State, Federal, and industry landscapes to identify opportunities to expand program products and services and build the Employment Services brand with key stakeholders, other agencies, and the public
- Oversees documentation and completion of the monthly billing for the Employment Department
- Builds a dedicated team through open communication and by collaborating on decision-making
- Aids in the development of the department's budget
- Reviews and maintains contracts for Community Centered Boards (CCBs) and host job sites and ensures their satisfaction of Easterseals' services and encourages new referrals to the Program

*These essential duties/ responsibilities are not intended to be an exhaustive list of all duties, responsibilities or qualification associated with the job*

### Supervisory Duties:

Oversees the career development of the employment staff members

**Job Qualifications:**

- Individual Placement and Support (IPS), Customized Employment (CE), and Community Partner Work Incentives Counselor (CPWIC) certifications are necessary to hit the ground running
- Knowledge of Colorado DB101(CO DB101) and Disability Benefits Services is preferred
- Bachelor's degree in Administration, Human Resources, Rehabilitation Counseling, Social Work, Special Education, or related field, preferred
- A minimum of 4 years of supervisory experience required with demonstrated leadership skills.
- Must be able to pass all State and Federal background checks as well as an MVR
- Must have a valid Colorado driver's license with dependable transportation

**Benefits Offered:**

Our employees are our most valuable asset. That's why at Easterseals Colorado we are committed to a comprehensive employee benefit program that includes medical, dental, vision, flexible spending and health savings accounts, a retirement plan, an employee assistance program, paid holidays, and paid time off.

**Physical Requirements of This Position:**

Must be able to remain in a stationary position 50% of the time. This person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, cell phone, and computer printer. Able to drive for long distances between offices and client worksites.

M/F/D/V/G EOE E-verify Employer